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ABSTRACT

To assist state regulatory agencies in development of comprehensive youth camp safety programs, this publication contains a brief suggested statute that could be used for initiation or modification of any state's youth camp safety programs and it outlines minimal regulations. Various categories of camps are covered--day, primitive, residential, travel, trip, and troop. Regulations are suggested in categories including: (1) definitions, (2) general supervision--ratio of counselors to campers, camp director, supervision of specialized activities, personnel records, (3) general health and safety--health records, injury and illness reports, health staff, medication, first aid supplies, equipment, emergency procedures, injury control, fire safety, (4) licensing requirement, submission of plans, (5) camp construction--site location, buildings, living shelters, (6) swimming and diving areas--management, vector control, water quality, safety and rescue equipment, plumbing fixtures, electrical safety, (7) water supply, (8) waste disposal, sanitary facilities, (9) insect, rodent, weed control, (10) farm and domestic animals, (11) food service--food supplies, storage, personnel, equipment, sanitary controls, (12) transportation. The appendix lists individuals from voluntary agencies, camping and recreational groups, and state and federal agencies who helped develop the statute and regulations. (RS)

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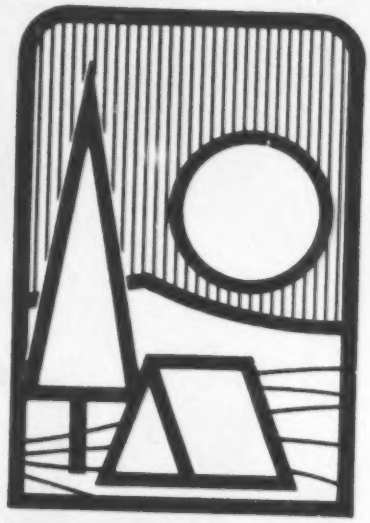

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SUGGESTED STATE STATUTE & REGULATIONS

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE / PUBLIC HEALTH SERVICE

SAFETY & HEALTH

SUGGESTED STATE STATUTE & REGULATIONS

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
Center for Disease Control
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PREFACE

This publication has been prepared to assist State regulatory agencies in the development of comprehensive Youth Camp Safety programs. The material is presented in two major segments. The first contains a brief suggested statute which can be used to establish a firm legislative base for the initiation or modification of Youth Camp Safety programs within any State. The second section outlines *minimal* regulations which have applicability to the various categories of camps (day, primitive, residential, travel, trip and troop). Both the statute and regulations are presented with the understanding that extensive modifications to the content may be necessary to provide for the variability of camping activities within any State. These materials should be used as the foundation for the establishment of practical regulatory programs based upon consultation with the State agencies having jurisdiction and with national and local camping groups. When necessary, additional guidance should be obtained to insure that the special needs of handicapped campers are given due consideration. In this regard, standards such as those developed pursuant to the Architectural Barriers Act of 1968 or those prepared by the American National Standards Institute should be consulted.

The preparation of this manual would not have been possible without the valuable advice provided by many individuals. Those persons who helped develop or who otherwise provided comments on the drafts of the statute and regulations represented voluntary agencies, camping and recreational organizations and State and Federal agencies. A list of these individuals is shown in Appendix I though some of the comments represented composite views of many other individuals. The publication of this manual does not necessarily imply endorsement of the entire contents of the manual by the individuals or the organizations they represent.

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SUGGESTED STATE STATUTE ON YOUTH CAMP SAFETY

AN ACT

Providing for the annual licensing of youth camps as hereinafter defined and for regulations pertaining to health and safety of such camps; defining the duties of the Department of_____ of the (State) (Commonwealth) of _____ ; and prescribing penalties.

The Legislature of_____ hereby enacts as follows:

Section 1 Definitions. As used in this act:

A. *Department* means the Department of_____ , its agents, and employees.

B. *Camping* means a sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

C. *Person* means any youth camp owner or operator and shall include any individual, firm, partnership, company, corporation, trustee, association, municipality, county, authority, the *(State) (Commonwealth),* or any public or private entity conducting, controlling, managing, or operating a youth camp as defined herein.

D. *Youth Camp* means any day camp, primitive or outpost camp, residential camp, travel camp, trip camp, or troop camp on public or private land which is conducted for the same 10 or more campers under 18 years of age. It shall include programs and/or activities promoted or advertised as a "youth camp" regardless of the programs advocated and shall also include sites and facilities primarily designed for other purposes such as, but not limited to, schools, playgrounds, resorts, wilderness areas, and government lands.

1. *Day camp* means a youth camp operated on a campsite for any part of the day but less than 24 hours a day for at least 5 days during a 2-week period and does not include day care centers as defined and licensed by the Department of_____.
2. *Primitive* or outpost camp means a portion of the permanent camp premises or other site at which the basic needs of camp operation, such as places of abode, water supply systems, and permanent toilet and cooking facilities are not usually provided.
3. *Residential camp* means a youth camp operating on a permanent campsite for four or more consecutive 24-hour periods.
4. *Travel camp* means a youth camp which provides care for not less than a 48-hour period and which uses motorized transportation to move campers as a group from one site to another.
5. *Trip camp* means a youth camp which provides care for not less than a 24-hour period and which moves campers under their own power or by a transportation mode permitting individual guidance of a vehicle or animal from one site to another.
6. *Troop camp* means a youth camp which provides care for not less than a 24-hour period for organized groups of campers sponsored by a voluntary organization serving children and youth.

Section 2 Licensing

A. No person shall conduct, control, manage, or operate any youth camp in _____ without first receiving a license for such camp from the Department.

B. The licensing fee shall be $_____ annually.

Section 3 Duties and Responsibilities

A. The Department shall make, promulgate, issue, and enforce safety regulations and standards for youth camps including, but not limited to, the following areas:

1. Qualifications for counselors and other camp personnel.
2. Safety procedures for aquatic programs, horseback riding, firearms control, and similar activities.
3. Sanitation regulations pertaining to the facilities and personnel for the storage, preparation, and serving of food products.
4. Personal health, first aid, medical services, and health supervision.
5. Water supplies, sewage disposal systems, refuse collection and disposal procedures, and other environmental measures.
6. Vehicular safety and transportation of campers.
7. Fire and safety standards relating to the buildings and the occupants thereof.
8. Systems for the routine reporting of fatalities and serious illnesses and/or accidents.
9. Other measures which in the opinion of *(State Health Officer) (Commissioner of Health)* are necessary to protect the health and safety of the attendees at youth camps.

B. The Department shall provide application blanks for licensing of youth camps annually.

C. The Department shall issue licenses to persons identifying specifically the camps licensed.

D. The Department shall cooperate with other departments or agencies to facilitate the activities of such departments or agencies in carrying out their responsibilities for enforcing the laws or regulations relating to youth camps now in effect or hereinafter enacted or promulgated.

E. The Department shall establish a Youth Camp Safety Advisory Committee.

Section 4 Unlawful Acts and Penalties Therefor

A. It shall be unlawful for any person to conduct, control, manage, or operate any youth camp unless the camp is licensed with the Department for the year during which it is being operated, managed, controlled, or conducted and unless the health and safety regulations promulgated and issued pursuant to Section 3 are observed.

A youth camp as defined in this statute shall advertise and operate only as the type of camp for which it has been licensed. Specialized services shall not be advertised unless the camp has suitable facilities and staff members qualified to offer such specific services.

B. After making reasonable inspections pursuant to these regulations, the Department may issue citations to camp operators and/or revoke licenses to operate.

C. The Department shall afford an opportunity for a hearing to any person issued a citation and prior to civil penalty and/or revocation procedures.

D. Any person, following a reasonable time period as set forth in the citation or upon being adversely affected by the decision of hearing examiners, may be assessed a civil penalty of not more than $_____ for each day during which such failure or violation continues until the camp closes in its normal course of business.

E. Any person who willfully or repeatedly violates these regulations may be assessed a civil penalty of up to $ _____ for each day during which such violation continues until the camp closes in its normal course of business.

Section 5 Procedures to Counteract Imminent Dangers

The courts of appropriate jurisdiction shall, upon petition from the Department, be empowered to restrain any conditions or practices in any youth camp which are such that a danger exists which could reasonably be expected to cause death or serious physical harm. Action may be initiated immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided in this statute or the regulations promulgated thereunder.

Section 6 Noninterference

A. Nothing in this Act or regulations issued hereunder shall authorize a State agency or any official acting under this Act to restrict, determine, or influence the curriculum, program, or ministry of any youth camp.

B. Nothing in this Act or the regulations promulgated hereunder shall be deemed to authorize or require medical treatment for those who object thereto on religious grounds, nor shall examination or immunization of such persons be authorized or required except during an epidemic or threat of an epidemic of a communicable disease.

Section 7 Severability

In the event any section of this Act is deemed to be invalid or unconstitutional, the remaining portions shall not be affected.

Section 8 Effective Date

The effective date of this Act shall be _____.

SUGGESTED REGULATIONS FOR YOUTH CAMPS

I. DEFINITIONS

The following words and terms, when used in these regulations, shall have the following meanings unless the context clearly indicates otherwise:

A. **Camping** means a sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

B. **Camp Director** means the individual who has the primary responsibility for health matters, food, staff supervision, the administration of program operations, and supportive services, such as business and transportation.

C. **Counselor** means an individual who has a supervisory role with campers. This individual shall be at least a high school graduate with previous experience in camping and the supervision of children.

D. **Person** means any youth camp owner or operator and shall include any individual, firm, partnership, company, corporation, trustee, association, municipality, county, authority, the *(State) (Commonwealth)*, or any public or private entity conducting, controlling, managing, or operating a youth camp as defined herein.

E. **Swimming and Diving Areas** means and includes those aquatic facilities and operations generally known as swimming pools, wading pools, diving tanks, beaches, rivers, lakes, other natural bodies of water, and similar areas and facilities.

F. **Tent** means any shelter of which 25 percent or more of the walls or roof or both are constructed of, or covered or protected by, canvas or any other fabric material.

G. **Youth Camp** means any day camp, primitive or outpost camp, residential camp, travel camp, trip camp, or troop camp on public or private land which is conducted for the same 10 or more campers under 18 years of age. It shall include programs and/or activities promoted or advertised as a "youth camp" regardless of the programs advocated and shall also include sites and facilities primarily designed for other purposes such as, but not limited to, schools, playgrounds, resorts, wilderness areas, and government lands.

1. **Day camp** means a youth camp operated on a campsite for any part of the day but less than 24 hours a day for at least 5 days during a 2-week period and does not include day care centers as defined and licensed by the Department of _____ .
2. **Primitive or outpost camp** means a portion of the permanent camp premises or other site at which the basic needs for camp operation such as places of abode, water supply systems, and permanent toilet and cooking facilities are not usually provided.
3. **Residential camp** means a youth camp operating on a permanent campsite for four or more consecutive 24-hour periods.
4. **Travel camp** means a youth camp which provides care for not less than a 48-hour period and which uses motorized transportation to move campers as a group from one site to another.
5. **Trip camp** means a youth camp which provides care for not less than a 24-hour period and which moves campers under their own power or by a transportation mode permitting individual guidance of a vehicle or animal from one site to anotner.
6. **Troop camp** means a youth camp which provides care for not less than a 24-hour period for organized groups of campers sponsored by a voluntary organization serving children and youth.

II. SPECIAL PROVISIONS

For the purposes of these regulations, the provisions which shall be applicable to **Troop Camps** shall be determined according to the following:

If a **Troop Camp** is operated as a primitive, residential, travel, or trip camp, the regulations governing that specific type of camp shall apply.

III. GENERAL SUPERVISION

A. Ratio of Counselors to Campers

1. *Residential Camps* shall have one counselor to 10 campers. Individuals who are at least 16 years of age may be used as adjuncts to the counselor staff. However, these individuals shall not be included in meeting the specified counselor to camper ratio requirements.

2. *Day Camps* shall have one counselor to six campers under age 6; one counselor to nine campers under age 8; one counselor to 12 campers 8 years and older. A maximum of 25 percent of the counselors may include individuals 16 and 17 years of age provided that these individuals have proper training and supervision.

3. *Primitive, Travel,* and *Trip Camps* shall have one counselor to 10 campers, with a minimum of two counselors.

B. Camp Director

1. Each *Residential Camp* shall have a camp director on the premises who shall meet at least *two* of the following criteria:

a. Be at least 25 years of age
b. Possess a Bachelor's degree
c. Have successfully completed a course in camping administration such as those offered by national professional camping associations, national agencies, or their equivalent
d. Have had at least 3 years previous experience as part of the administrative staff of a youth camp.

2. Each *Day Camp* shall have a camp director on the premises who shall meet at least *two* of the following criteria:

a. Be at least 23 years of age
b. Possess a Bachelor's degree
c. Have successfully completed a course in camping administration such as those offered by national professional camping associations, national agencies, or their equivalent
d. Have had at least 3 years previous experience as part of the administrative staff of a youth camp.

3. Each *Primitive, Travel,* and *Trip Camp* shall have a director accompany the campers who shall be at least 23 years old and/or possess a Bachelor's degree. In addition, the director shall possess demonstrated proof of previous experience supervising a youth group in similar camping activities.

C. Supervision of Specialized Activities

When campers participate in specialized or high risk activities such as, but not limited to, *horseback riding, hiking, scuba diving, rock climbing, firearms, canoeing,* and *aquatic events*, the counselors supervising the activity shall possess evidence of appropriate training and experience in their program specialities. When applicable, adequate provisions shall be made to assure any special training necessary for camp personnel to protect the safety and health of handicapped campers.

1. *Aquatics* activities including those events associated with swimming, boating, canoeing, watercraft and water skiing shall be directed by individuals currently certified as American National Red Cross Water Safety Instructors, or the equivalent. When the aquatics director supervises two or more aquatic staff members, the director shall be at least 21 years of age.

2. *Swimming* activity supervision, in addition to the aquatics director, shall include a minimum ratio of one counselor with at least an Advanced Life Saving Certificate as issued by the American National Red Cross or its equivalent per 30 campers in the water. There shall be a minimum of one to 10 total staff to camper ratio maintained at all times.

3. All *watercraft* activities shall be supervised by a minimum of one counselor on the water to each 12 campers in watercraft except when participating in salt water or white water activity at which time a minimum of two counselors must be on the water in separate watercraft regardless of the number of campers. Said counselors shall possess at least an American National Red Cross Advanced Life Saving Certificate or its equivalent and shall meet at least one of the following criteria:

a. Have participated in three white water canoe or raft trips totaling at least 6 hours on the water
b. Have had at least 6 hours of practical instruction in survival and stream safety as taught by the American National Red Cross or its equivalent
c. One counselor must hold a current American National Red Cross Canoeing Instructor Rating or equivalent.

4. Campers shall possess at least an American National Red Cross Advanced Beginner Swimming Certificate, American National Red Cross Basic Survival Swimming Certificate, or its equivalent before being allowed to participate in either white water or salt water boating activities. All white water activities must be carried out on water determined to be no more difficult than Class III as defined by the International Scale of River Difficulty. No trips shall be taken on unclassified white water.

5. *Fishing* and *shoreline* activities shall be supervised.

6. *Scuba diving* activities shall be supervised by individuals who are currently certified by a national or regionally acceptable scuba training program.

7. *Firearm* activities shall be supervised by an individual who possesses a current National Rifle Association instructor's card or its equivalent. In addition, a ratio of one counselor per 10 campers on the range shall be maintained at all times.

8. *Archery* activities shall be supervised by an individual who possesses a current certificate as issued by a national or regional professional archery association. In addition, a ratio of one counselor per 10 campers shall be maintained on the range at all times.

D. Personnel Records

There shall be with the camp a record of all employees which shall include at least: name, address, age, training, education, experience, and other qualifications and the names and telephone numbers of persons to be notified in the event of an emergency.

IV. GENERAL HEALTH AND SAFETY

A. General Health

1. Health Records

a. Camper's records shall be readily available to authorized personnel and shall include:

(1) Camper's name and address

(2) Name, address, and telephone number of parent, legal guardian, or designated adult emergency contact.

(3) Authorization from the parent/guardian of all minors for emergency medical care.

b. Every camper and staff member entering camp (except those entering *Day Camps*) shall furnish a health history and a report of a physical examination which has been performed by a qualified physician within the preceding 12 months. The health history and physical examination should emphasize those potential conditions for which camp personnel should be prepared. Each staff member and camper shall provide evidence of current immunizations against _____.

c. Every camper shall receive a health screening not later than 48 hours after arrival at camp.

d. If there are religious objections to physical examinations or immunizations, the camper or staff member shall submit a written statement, signed by parents or legal guardian for campers, to the effect that the individual is in good health.

e. All records shall be on file in camp for review by the licensing personnel.

f. *Day Campers* shall not be required to furnish a report of physical examination; however, a medical history including allergies, other health conditions, and current immunizations shall be required and kept on file at the camp.

2. Injury and Illness Reports

a. If an injury or illness is judged to be serious by the individual in charge of health supervision, the camp physician shall be consulted immediately. When the patient is a legally defined minor, the parents or guardian shall be notified as soon as possible.

b. A medical log listing date, name of patient, ailment, and treatment prescribed shall be maintained at the camp.

c. Except for *Day Camps*, an appropriate report form (see Figures 1 and 2) shall be completed in duplicate for each injury, illness, or fatality which occurs at camp, and which is attended by a physician or nurse *and* as a result of which the child (1) is sent home, *or* (2) is admitted to a hospital, *or* (3) has either laboratory analyses or X-rays performed which result in a positive diagnosis. The original report form shall be maintained at the camp or sponsoring organization for at least 1 year for the purposes of these regulations. A copy shall be forwarded to the Department not later than 1 month after the event comes to the attention of camp or medical authorities.

d. For *Day Camps*, an appropriate report form (see Figures 1 and 2) shall be completed in duplicate for each injury, illness, or fatality which occurs and which is attended by a physician or nurse and as a result of which the child (1) is admitted to a hospital *or* (2) has laboratory analyses or X-rays performed which result in a positive diagnosis. The report forms shall be handled as indicated above under item c.

3. Health Staff

a. There shall be an adult with the youth camp at all times who is charged with health supervision. Said adult may be a licensed physician, a licensed physician's assistant, a registered nurse, licensed practical nurse, a camp health director who has been certified by the Department and/or a national professional camping association, national agency, or an individual who has completed at least the Standard First Aid and Personal Safety Course as presented by the American National Red Cross or its equivalent.

b. ***Primitive, Travel,* and *Trip Camps* shall have at least one individual in addition to the health super-**

visor accompanying the camp who is adequately trained to render first aid. Said individual shall possess at least a certificate of completion of the Basic First Aid Course as presented by the American National Red Cross or its equivalent.

4. Medication

Medications prescribed for campers or staff members shall be kept in the original containers bearing the pharmacy label which shows the prescription number, date filled, physician's name, direction for use, and the patient's name. When no longer needed, medications shall be returned to parents, staff member, or destroyed.

5. First Aid Supplies

a. First aid supplies shall be available to staff in all youth camps at food service operations, all program areas, in motor vehicles, and office maintenance areas. **In addition, in *Primitive*, *Travel*, and *Trip Camps*, first aid supplies shall be readily available to staff en route.**

(1) Supplies should be arranged so that the desired item can be found quickly without unpacking the entire package.

(2) Material should be wrapped so that unused portions do not become contaminated through handling.

b. Kits shall include at least:

Soap (nonperfumed)	Triangular or roller bandages
Sterile gauze squares	Tweezers
Compresses	A sharp probe such as a sewing needle
Adhesive tape	
Bandage scissors	

B. General Safety

1. Equipment and Facilities

a. All equipment and facilities used in youth camp programs, whether owned by the camp or not, shall be of good quality and not present undue risk.

b. Archery equipment, firearms, and ammunition shall be stored in a locked cabinet or building when not in use.

c. Power equipment shall not be stored, operated, or left unattended without proper safeguards in camper areas. All power tools shall be stored in a locked place not occupied by campers. Power tools and outboard motors shall be used by campers only under the direction and supervision of counselors.

d. Equipment used for arts and crafts shall be in good repair, of safe design, and properly installed.

e. Commercial playground equipment shall be securely anchored to concrete or other approved footing. All swings shall have canvas or other pliable seats.

f. All watercraft shall be equipped with U.S. Coast Guard approved personal flotation devices of types I, II, or III as prescribed for the specific type of craft and number and age of occupants. Water skiers shall wear a vest or belt as approved by the U.S. Coast Guard for that particular activity. Watercraft towing a water skier shall either be equipped with a rear view mirror or have an observer on board.

g. All *Residential* and *Day Camp* swimming and diving areas shall be provided with selected safety equipment which is in good usable condition. Appropriate staff shall be trained in the proper use of said equipment.

h. All piers, floats, and platforms shall be in good repair and, where applicable, the water depth shall be indicated by printed numerals on the deck or planking.

i. Firearms and archery ranges shall be constructed and maintained in accordance with the standards of the appropriate national professional association.

2. Emergency Procedures–*Residential* and *Day Camps*

a. When telephones are provided, camp operators shall maintain and post by each phone a current roster of telephone numbers of physicians, hospitals, police, ambulances, and fire departments in the immediate area.

b. The camp program shall include contingency plans and related procedures dealing with circumstances such as natural disasters and other emergencies.

(1) Fire drills shall be held within the first 24 hours at the beginning of each camping session and frequently enough thereafter to minimize danger of panic.

(2) Each camp shall have at the campsite a written disaster plan. All campers and staff shall be advised of the procedures contained in the plan. Arrangements for transporting individuals from the camp to emergency facilities shall be included in the plan.

(3) Lost camper and lost swimmer plans shall be formulated and on file. Appropriate staff shall be trained in the procedures contained in these plans.

(4) A plan for communicating with emergency medical facilities as well as the nearest fire station regarding responses to emergency situations shall be on file at the camp.

(5) When tents are used for sleeping purposes, whether or not said tents are located on platforms, procedures shall be developed to ensure rapid evacuation in the event of an emergency.

(6) A plan relating to the control of the movement of vehicular traffic through the camp shall be on file.

c. *Day Camp* operators shall set forth procedures to be followed in dealing with the following contingencies:

(1) Children who are registered and on the camp roll but fail to arrive for a given day's activities.

(2) Children who fail to arrive at the point of pickup following a given day's activities.

(3) Children who appear at camp without having registered and without prior notification.

3. Emergency Procedure – *Primitive, Travel,* and *Trip Camps*

a. A day-by-day itinerary shall be established before departure. A designated parent or camp official shall have a copy of the itinerary before departure of the camp. Whenever possible, the individual responsible for the land on which the camp is located shall receive a copy of the itinerary within 8 hours of the camp's arrival on the land. If a change in the itinerary is made, the individuals receiving the itinerary shall be notified.

b. The sources of emergency care such as hospitals, police, and park patrol, and the method of communicating with them shall be identified for each point on the itinerary before departure.

c. Contingency plans for natural disasters, lost campers, lost swimmers, illnesses and injuries shall be established and accompany the camp. Staff shall have the ability to carry out these plans.

d. If local authorities are available, they shall be contacted by staff members and advised of camping plans. In all cases the advice of local authorities on safety precautions must be heeded. Potential weather hazards shall be identified and heeded by the camp director.

4. Injury Control – Residential and Day Camps

a. Premises used as *Residential* and *Day Camps* shall be reasonably free of hazards such as:

(1) Old refrigerators with doors, free standing walls, open cisterns, open grease traps, and unsafe fences in which children can be caught or strangled.

(2) Substances which may be toxic if ingested, inhaled, or handled, including but not limited to drugs, medications, pool chemicals, pesticides, and other toxic chemicals which shall be plainly marked and stored in locked cabinets or enclosures located in an area not accessible to campers.

b. Other Precautions

(1) Gasoline and other volatile petroleum products shall be stored in accordance with existing and applicable State and local laws, ordinances, and regulations dealing with fire safety.

(2) Radiators, registers, steam and hot water pipes shall have protective covering or insulation for the protection of campers and staff.

(3) Floor furnaces, open grate gas heaters, electric heaters, or other portable heaters shall not be operated by campers. When fuel ignition type heaters are used, they shall be properly vented and installed with permanent connections and protectors and shall have sealed combustion chambers.

(4) Glass doors and glass panels adjacent to doors shall be marked.

(5) Stairways over four steps in height shall be equipped with handrails.

(6) Rooms shall not be equipped with open or unguarded stairwells, windows which present a hazard from falling, unsafely located or constructed electrical outlets, any broken items which may cause injury, and elevators or other vertical shafts.

c. Potentially Hazardous Areas

(1) *Residential* and *Day Campers* shall be informed about potential natural hazards to their safety and, where feasible, hazardous area shall be posted. Such natural or potential hazards shall include but not be limited to:

(a) Noxious plants, harmful reptiles, insects, rodents

(b) Steep dropoffs, cliffs, or mine shafts in the area

(c) Swimming or diving areas or streams that contain polluted waters or steep dropoffs or other unusual bottom conditions or currents.

(2) Every effort shall be made to insure that sites for *Primitive, Travel,* and *Trip Camps* are free from potentially hazardous areas. Campers shall be informed about potential hazards to their safety and, where feasible, hazardous areas shall be posted. Such hazards shall include but not be limited to:

(a) Old refrigerators with doors, free standing walls, open cisterns, open grease traps, and unsafe fences in which children can be caught or strangled.

(b) Other man-made hazards such as toxic or volatile products, heating units, glass doors, and stairways, and electrical outlets.

(c) Noxious plants, weeds, harmful reptiles, insects, and rodents.

(d) Steep dropoffs, cliffs, or mine shafts in the area.

(e) Swimming or diving areas or streams that contain polluted waters or steep dropoffs or other unusual bottom conditions or currents.

C. Fire Safety in *Residential* and *Day Camps*

1. Building Standards

The procurement, construction, and maintenance of resources, equipment, and buildings shall be in conformance with existing and applicable State and local laws, ordinances, and regulations dealing with fire safety.

2. Means of Egress

a. The means of egress from all structures shall be maintained in an unobstructed, easily traveled condition at all times. Exposure to inherent hazards of the building, such as heating plant, kitchen, flammable storage, or other similar conditions is not permitted. Furniture, equipment, and utility materials shall not be stored or maintained in a location or position which may cause them to fall into, be pushed into, or be obstructive in any way to the means of egress.

b. A building with an occupancy of more than 12 persons, including staff, shall be provided with at least two separate and independent means of egress located as far apart as practical and, in no case, less than 50 percent of the longest dimension of the building. Each door shall be hung to swing in the direction of egress. Where a sliding door is the only means of egress, such door shall be kept open a minimum of 3 feet while the building is occupied.

c. An occupancy above the first floor shall be provided with two separate and independent means of egress and located so that all persons are situated between approved exit facilities. An exitway shall lead to an approved outside fire escape or to an interior stairway enclosed with an assembly of materials affording substantial protection from fire and leading directly to the outdoors at grade.

d. A required exit from a facility for an occupancy of more than 25 persons, or where the exit is not readily visible to the occupants, shall be designated by a luminescent exit sign. Directional exit signs shall be installed where needed.

e. Emergency lighting shall be provided for any stairway, corridor, and fire escape that constitutes a required means of egress. In new construction or remodeling of existing structures, where electric power is provided, the lighting required by this rule shall be installed on separate circuits from and fused ahead of the main switch or disconnect. In the event electricity is not available, a battery system shall be provided.

f. In an assemblage area, such as a recreation room, dining hall, or chapel, each door from a room occupied by campers shall enter a corridor between exits or there shall be direct egress to the outside from each room.

g. In newly constructed buildings, an exit door shall not be less than 36 inches wide. A door, forming part of a means of egress where door hardware is used, shall be of a type that is nonlocking against egress and operable with a single motion. The use of hooks and eyes, bolts, bars, and similar devices is prohibited on any door provided for exit purposes or designated as an exit.

3. Fire Warning Equipment

a. Each separate building used for sleeping more than 25 persons and all multi-story buildings shall be protected throughout with an automatic fire detection system or a staff member shall be provided to make rounds of all floors of all buildings at frequent intervals when occupants are sleeping.

b. Fire extinguishers of the class and size determined by the Department shall be located throughout the camp.

4. Heating

Heating devices, their installation, operation, and maintenance shall be in compliance with existing and applicable State and local laws, ordinances, and regulations.

5. Tents

a. All tents purchased after the effective date of these regulations shall be of the fiber impregnated flame retardant variety.

b. All tents shall be posted with a permanent warning "no open flame in or near this tent." This warning may be on a sign or stenciled directly on the tent.

c. Campfires and open flames of any type shall be prohibited within 10 feet of any tent.

d. Plastic tents of any type shall not be allowed.

D. Fire Safety in *Primitive*, *Travel*, and *Trip Camps*

The regulations specified above for tents shall apply to these types of camps.

Figure 1

SAMPLE
CAMPER INJURY REPORT

1. Today's date	2. Camp Name	3. Camp ID Number 1-3	4. Camper ID Number 4-6

5. Age	6. Sex	7. Date of Accident	8. Time of Accident
___ years 13-14	M F 1 ☐ 2 ☐ 15	___ day ___ mo. ___ yr. 7-12	___ : ___ (24 hr. clock) 16-19

9. Briefly describe the accident and subsequent injury.

10. Location of the incident causing the injury.

GENERAL (Check one) 20

1 ☐ On the campgrounds
2 ☐ Off the campgrounds

Specific (Check one) 21-22

01 ☐ Sleeping/Living quarters
02 ☐ Kitchen/Dining area
03 ☐ Shower/Toilet
04 ☐ Other Building
05 ☐ Arts or Crafts area
06 ☐ Trail or Nature area
07 ☐ Archery area
08 ☐ Riflery area
09 ☐ Swimming area
10 ☐ Boating area
11 ☐ Horseback area
12 ☐ Sport or Recreational Field or Court
13 ☐ Campfire/Cookout area
14 ☐ Road/Highway
15 ☐ General Campgrounds
16 ☐ Primitive/Outpost Camp
17 ☐ Other
Specify _____

11. What type of event caused the injury? 23-24

01 ☐ Falling/Stumbling
02 ☐ Collision with person or object
03 ☐ Collision involving motor vehicle
04 ☐ Struck by another person
05 ☐ Struck by missile
06 ☐ Drowning or near drowning
07 ☐ Bite or Sting by animal, insect or spider
08 ☐ Bite or wound inflicted by animal
09 ☐ Contact with excessive heat or flame
10 ☐ Using a tool (including a cutting instrument)
11 ☐ Friction
12 ☐ Contact with sharp object other than a tool
13 ☐ Other
Specify _____

12. Activity at the time of the incident causing injury? 25-26

Supervised:

01 ☐ Arts and Crafts
02 ☐ Archery/Riflery
03 ☐ Horseback Riding
04 ☐ Swimming
05 ☐ Boating/Canoeing
06 ☐ Hiking/Climbing
07 ☐ Competitive Sports/Games
Specify _____
08 ☐ Other
Specify _____

Unsupervised:

09 ☐ Fighting
10 ☐ Horseplay
11 ☐ Walking/Running
12 ☐ Other
Specify _____

13. Did light or weather conditions contribute to the injury?

1 ☐ Yes 2 ☐ No 27

14. INJURY DATA *(Check as many as applicable)*

		Burn	Amputation	Concussion	Crushing	Fracture	Abrasion	Contusion/Bruise	Laceration/Cut	Puncture	Dislocation	Sprain/Strain	Internal	Other	NS/Unk
		30	32	34	36	38	40	42	44	46	48	50	52	54	56
HEAD/SKULL	1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 1
FACE	2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 2
EAR	3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 3
EYE	4	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 4
NECK	5	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 5
Upper ARM/SHOULDER	6	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 6
Lower ARM/ELBOW	7	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 7
HAND/WRIST	8	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 8
FINGERS	9	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 9
BACK	0	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 0
CHEST	X	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ X
ABDOMEN	R	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ R
		31	33	35	37	39	41	43	45	47	49	51	53	55	57
PELVIS	1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 1
GENITALIA	2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 2
BUTTOCKS/PERINEUM	3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 3
UPPER LEG/HIP	4	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 4
LOWER LEG/KNEE	5	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 5
FOOT/ANKLE	6	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 6
TOES	7	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 7
NOT STATED	8	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 8
UNKNOWN	9	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 9
GENERAL SYSTEM	0	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ 0
OTHER	X	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐ X

15. Where treated? *58*

1 ☐ No treatment given

2 ☐ Treated in camp infirmary or first aid station

3 ☐ Treated in hospital emergency room, physicians office or clinic

4 ☐ Admitted to hospital

5 ☐ Other, Specify

_____

16. Was the camper sent home as a result of this injury?

1 ☐ Yes 2 ☐ No *59*

17. Injury Result

1 ☐ No Disability

2 ☐ Temporary Disability

3 ☐ Permanent Disability or Loss

4 ☐ Fatal *60*

18. Was safety equipment available for the camper's use? *61*

1 ☐ Yes 2 ☐ No 3 ☐ N/A

If yes, was the camper using the safety equipment properly at the time of the accident?

1 ☐ Yes 2 ☐ No *62*

19. Was more than one camper injured?

1 ☐ Yes 2 ☐ No *63*

20. Were any changes made in the camp, its environment, or operation as a result of this injury?

1 ☐ Yes 2 ☐ No 3 ☐ N/A *64*

If yes, what were they? _____ ☐☐ *65-66*

_____

Completed by _____

Signature

Figure 2

SAMPLE
CAMPER ILLNESS REPORT

1. Today's Date	2. Camp Name	3. Camp ID Number 1-3	4. Camper ID Number 4-6

5. Age 13-14	6. Sex M F 1 ☐ 2 ☐ 15	7. Illness reported to camp authority: 7-12 (day mo. yr.)	8. Time 16-19 (24 hr. clock)

9. Briefly describe the illness.

10. DIAGNOSIS (Check no more than one in any section A, B, C or D)

A. Infectious or Inflamatory Disease

1 ☐ Upper Respiratory Infection (Runny nose, cough, sore throat) 20

2 ☐ Strep Throat

3 ☐ Contagious Childhood Disease: 1 ☐ Measles 2 ☐ Chicken Pox 3 ☐ Mumps 21

4 ☐ Gastroenteritis (Diarrhea, vomiting)

5 ☐ Conjunctivitis

6 ☐ Dental (Toothache, Gum abcess, etc.)

7 ☐ Earache or Ear Infection

8 ☐ Other (Specify) _____ ☐ 22

B. Allergic Disease 23

1 ☐ Asthma

2 ☐ Poison Ivy or Oak

3 ☐ Rash (Hives, Eczema, etc.)

4 ☐ Pollen allergy/Hayfever

5 ☐ Foods

6 ☐ Other (Specify) _____

C. Toxic Disease 24

1 ☐ Insect Bite

2 ☐ Food Poisoning

3 ☐ Drug Use or Intoxication (Include Alcohol)

4 ☐ Intoxication by Poison (Specify)

5 ☐ Seizures Related to Toxins or Fever

6 ☐ Other (Specify) _____

D. Other Conditions, Not Listed in A, B or C – Include the Pertinent Signs and Symptoms.

1 ☐ Psychological Disorders – Especially Homesickness

2 ☐ Vague Conditions – Headache, Fatigue, Abdominal Pain, etc.

3 ☐ Severe Conditions – Shock, Cardiac Arrest, Coma, etc.

4 ☐ Undiagnosed Conditions – Fever of Unknown Cause, Fainting, etc.

5 ☐ Chronic Medical Conditions – Diabetes, Congential Heart Disease, etc.

6 ☐ Miscellaneous Disorders – Nose Bleeds, Indigestion, etc. 25

Signs and Symptoms, If Applicable:

_____

11. Who made the diagnosis?

1 ☐ Physician

2 ☐ Physician's Assistant

3 ☐ Other (Specify)

_____

26

12. What treatment was given?

1 ☐ Antiseptic/Antibiotic

2 ☐ Anti-inflamatory/Analgesic

3 ☐ Supportive (Bed Rest, Physiotherapy)

4 ☐ Gastrointestinal (Antacid, Laxative)

5 ☐ Antihistaminic/Decongestant

6 ☐ Psychotropics (Tranquilizers, etc.)

7 ☐ Other, Specify _____

(Check any that apply)

___ ___ *27-29*

13. Where Treated?

1 ☐ No treatment given

2 ☐ Treated in Camp Infirmary or First Aid Station

3 ☐ Treated in Hospital Emergency Room, Clinic, Physician's Office

4 ☐ Admitted to Hospital

5 ☐ Other, Specify

_____

30

14. Outcome of Illness:

1 ☐ Complete recovery

2 ☐ Temporary disability

3 ☐ Permanent disability

4 ☐ Unknown

5 ☐ Fatal

31

15. Was the camper sent home as a result of this illness?

1 ☐ Yes 2 ☐ No *32*

16. Were other campers affected by this illness?

1 ☐ Yes 2 ☐ No *33*

17. Were any changes made in the camp, its environment, or its operation as a result of this illness?

1 ☐ Yes 2 ☐ Yes 3 ☐ N/A *34*

If yes, what were they? _____ ___ ___

35-36

Completed by _____

Signature

V. LICENSING, APPLICATIONS, PLANS

A. Licensing Requirement

1. No person shall establish, promote, conduct, advertise or maintain a youth camp without a license issued by the Department.

2. A youth camp as defined in these regulations shall advertise and operate only as the type of camp for which it has been licensed.

3. Specialized services shall not be advertised unless the camp has suitable facilities and staff members qualified to offer such specific services.

4. The Department may at any time evaluate the conditions of a youth camp. Duly authorized representatives of the Department shall have the right of entry and access to any such camps at any reasonable time.

5. All licenses shall expire on December 31 of the year of issuance unless surrendered for cancellation or suspended or revoked by the Department. A camp which has a regular license on December 31 of any calendar year and is in compliance with these regulations will automatically be issued a new regular license.

6. Interim licenses may be issued when and if the Department determines that a violation of these regulations exists, and (a) that the violation poses no imminent threat to health or safety, (b) that correction can be and shall be made within a time period not to exceed 30 days, or (c) that the affected youth camp program area shall not be utilized by campers until such time as correction occurs. An interim license shall not be issued for more than one camping season.

7. In the case of a new camp, or change in ownership of an existing camp, applications for such license shall be made in writing at least 60 days prior to the proposed opening of the camp. Forms shall be provided by the Department which shall, within 30 days, issue an interim license. Interim licenses shall be replaced with a regular license when it has been determined by inspection that the camp is in compliance with the regulations.

8. Each license shall specify the age and maximum number of campers, staff, and families that may be served; the name of the camp owner or operator; and the specific site(s) where the camp may operate.

9. The license shall be posted in a conspicuous place in the camp.

10. All camp operators shall report immediately in writing to the Department when the following changes or events occur:

a. Change of owner or operator

b. Proposed increase in enrollment over number authorized in the license

c. Proposed capital improvements or additions to facilities as hereinafter specified

d. Cancellation of camp for the season.

B. *Primitive*, *Travel*, and *Trip* Camps

The Department will issue a license on the basis of the proposed itinerary(ies) and evidence of compliance with the applicable sections of these regulations.

C. Submission of Plans

1. Sanitary Facilities for New Camps and Modifications of Existing Camps – *Residential* and *Day Camps*

In accordance with applicable State and local laws, ordinances, and regulations, plans and specifications for the construction, reconstruction, or extensive alteration of any plumbing system, water supply, sewage system, garbage or refuse disposal system, kitchen, food service, or dining facilities, swimming and/or diving area at any *Day* or *Residential Camp* shall be submitted to the Department for review.

2. *Day* and *Residential Camps* on New Sites

a. In accordance with applicable State and local laws, ordinances, and regulations, plans and specifications for the construction and operation of a *Day* or *Residential Camp* on a *new* site shall be submitted to the Department for review at least 60 days prior to the initiation of construction and shall contain at least the following information:

(1) Name and address of owner or operator of camp

(2) Location, boundaries, and dimensions of campsite and lots

(3) Entrance and exit roads, access roads, and trails

(4) Location, use, and floor plans of all proposed or existing buildings; detailed plans and specifications of swimming pools; and other swimming areas

(5) Location of all proposed or existing water supplies and sewage systems

(6) Source and method of protecting the water supply

(7) Method of sewage disposal including, where applicable, the submission of a percolation test conducted in accordance with the

standards adopted by the Department if a subsoil drainage system is used

(8) Method of storm water drainage

(9) Method of storage, collection, and disposal of solid wastes

(10) Location and number of sanitary conveniences including toilets, water closets, privies, urinals, showers, bathtubs, and handwashing facilities

(11) Plumbing in plan and elevation of all proposed buildings and sanitary facilities

(12) A topographical map showing the relief of the land surface, location of all lakes, ponds, swamps, sink holes, abandoned wells, rivers, streams, abandoned quarries, and forests

(13) Method of ventilation of sleeping quarters and food service facilities

(14) Floor plans and equipment layout of all food service equipment and facilities

b. The Department may declare a campsite unsatisfactory for camping purposes if, after review of the plans and a visit to the proposed site, conditions are found to exist which are hazardous or dangerous or which are in violation of these regulations.

c. The licensee shall notify the Department upon the completion of construction of a camp on a new site.

VI. CAMP CONSTRUCTION

A. Site Location

Camps shall be accessible at all times during the designated camping season.

B. Buildings and Living Shelters

1. General construction

a. Camp structures and facilities shall comply with applicable State and local building and zoning codes.

b. Every building, structure, tent, cabin, and premises shall be kept in good repair, and shall be maintained in a safe and sanitary condition.

c. When electrical systems are installed in camps, they shall be approved, installed, and maintained in accordance with the provisions of the National Electrical Code.

d. All buildings, structures, and cabins shall have lighting sufficient for cleaning purposes.

e. Where floors are provided in buildings, tents, or other structures used for sleeping quarters, they shall be easily cleanable and in good repair, shall be constructed and maintained in a safe condition, shall afford adequate protection against inclement weather, and shall be located and maintained so as to provide easy, unobstructed exit in case of fire or other emergency.

2. Shelters for *Residential Camps*

a. In all permanent buildings, structures, or tents, sleeping space shall be so arranged to provide a minimum of 30 square feet of floor area per person.

b. Each camper shall be provided with sleeping space and a separate space for clothing and personal belongings.

c. All permanent buildings used as sleeping quarters shall have a minimum ceiling height of 7 feet over at least 50 percent of the floor area.

3. *Day Camp* Shelters

Inclement weather provisions should include shelter, on- or off-site, sufficiently large to house and provide for on-going camp activities.

VII. SWIMMING AND DIVING AREAS

A. Management of Swimming and Diving Areas

1. All swimming and diving areas shall be operated and maintained in accordance with applicable State and local laws, ordinances, and regulations.

2. A youth camp operator intending to use any swimming or diving area shall first determine that such facilities meet the regulations indicated.

B. Vector Control

Adequate measures for the control of insects and rodents which the Department deems a public health hazard shall be taken.

C. Water Quality

The water at all swimming and diving areas shall meet the bacteriological, chemical, physical, and radiological standards of the Department.

D. Safety and Rescue Equipment

1. Safety equipment provided for swimming and diving areas shall be in good usable condition.

2. All piers, floats, and platforms shall be in good repair and, where applicable, the water depth shall be indicated by printed numerals on the deck or planking.

3. There shall be a minimum water depth of 10 feet for a 1 meter diving board.

4. For outdoor diving areas, the bottom shall be cleared of stumps, rocks, and other obstacles.

5. Diving boards shall be mounted on a firm foundation and never on an insecure base, such as a float that can be affected by shifting weight loads and wave action. The entire length of the top surface of diving boards shall be covered with nonskid material. The front end of the board shall project at least 6 feet beyond the end of the pool or deck. Clearance from the sides of the board shall be at least 10 feet, and the distance between diving boards shall be at least 8 feet. The diving board shall be level.

6. Each swimming pool shall be fenced in a manner adequate to discourage entry of unauthorized persons.

E. Plumbing Fixtures

1. Cross-connections shall not be permitted.

2. A cross-connection shall be considered broken where a minimum air gap of at least twice the diameter of the water pipe is provided, where potable water enters the pool, and where pool water or water from the recirculation system is discharged to a sewer system.

3. Backflow shall not be permitted. A potable water distributing pipe shall be considered as protected against backflow from any plumbing fixture or other piece of equipment or from any appliance capable of affecting the quality of the water in the potable water supply where an air gap of at least twice the diameter of the water supply pipe has been provided. Where it is not practicable to provide such minimum air gap, the connection to the fixture, equipment, or appliance shall be equipped with a backflow preventer assembly of a type and at a location approved by the Department.

4. The Department may require that a backflow preventer assembly of an approved type be installed at any fixed potable water outlet to which a hose may be connected and used in contact with liquids or other substances.

F. Electrical Safety

1. The electrical installation at all newly constructed swimming and diving areas shall comply with and be maintained in accordance with requirements of the latest edition of the National Electrical Code.

2. Existing installations shall, upon application, be inspected and granted a variance if a hazard does not exist.

3. All swimming pools with underwater lights, regardless of construction date, shall comply with the latest edition of the National Electrical Code requirements pertaining to underwater lights.

4. Defects in the electrical installations of underwater lights shall be repaired, removed, or disconnected within 30 days of notice by the Department.

5. All electrical wiring, where exposed and accessible to bathers, shall be in rigid conduit or electrical metallic tubing and all boxes, fittings, and accessories used in damp or wet locations shall be installed and equipped to prevent the entrance of water.

6. Distribution centers, where fused switches or circuit breakers are grouped, shall be enclosed and inaccessible to all except authorized individuals.

7. The crossing of outdoor swimming and diving areas by open overhead electrical conductors shall be prohibited.

8. Overhead electrical conductors crossing playgrounds contiguous to outdoor swimming and diving areas shall comply with the requirements of the latest edition of the National Electrical Code.

9. All metal fences or railings on which a broken electrical conductor might fall shall be effectively grounded.

10. All water and other piping to and from the swimming and diving areas, including inlet and outlet pipes, shall be metallically bonded together and adequately connected to the same grouping electrode used to ground the neutral conductor of the electrical system. This shall be in addition to the grounding requirements for electrical equipment and circuits as required by the latest edition of the National Electrical Code.

11. Pumps, filters, and other mechanical and electrical equipment shall be enclosed in such a manner as to be accessible only to authorized individuals.

12. Construction and drainage shall be such as to avoid the entrance or accumulation of water in the vicinity of the electrical equipment.

13. Electrical installations at all swimming and diving areas and any future additions or modifications to such installations, prior to being placed in service and every 3 years thereafter, shall be inspected and approved in accordance with these regulations.

VIII. WATER SUPPLY

A. All youth camps shall have a water supply which is potable, adequate, and from a source approved by the Department.

B. Only potable water shall be used for drinking, brushing teeth, cooking, or reconstituting dehydrated or concentrated products.

C. The safety of all water used on the road, at recreational sites, or at overnight sites shall be assured, not assumed.

D. Supplies shall be constructed, protected, operated, and maintained in conformance with applicable State and local laws, ordinances, and regulations.

E. The supply servicing a youth camp may consist of:

1. A public water supply system, or

2. An on-site individual water supply system, or

3. Water which has been transported to the camp for dispensing to campers, or

4. Water which has been purified before use in accordance with approved procedures of the Department, or

5. A combination of the above sources acceptable to the Department.

IX. WASTE DISPOSAL AND SANITARY FACILITIES

A. Solid Wastes

All refuse and other solid wastes shall be stored, collected, and disposed of in a manner approved by the Department.

B. Sewage and Liquid Waste Disposal

The sewage and waste water from all youth camps shall be disposed of in a manner approved by the Department. This shall consist of:

1. Connection to an approved public sewer system, or

2. Connection to an individual on-site sewage treatment system, or

3. The use of a subsurface disposal system, or

4. The use of chemical toilets, privies, or similar facilities acceptable to the Department, or

5. The use of a slit-trench latrine or other method of disposal acceptable to the Department, or

6. A combination of the above methods acceptable to the Department.

C. Sanitary Facilities

1. Toilet Facilities and Urinals

a. Toilet facilities and urinals shall be provided in youth camps. The minimum number of toilet facilities and urinals shall be provided as specified in the following tables.

TABLF 1. RESIDENTIAL CAMPS

Individual of Each Sex to be Served	Boys		Girls* Toilet Facilities
	Toilet Facilities	Urinals	
1–10	1		1
11–18	1	1	2
19–33	2	1	2
34–48	2	2	3
49–63	3	2	4
64–79	3	3	5
80–95	4	3	6

*In residential camps, flush urinals may be substituted for not more than one-half the required number of toilet facilities for girls.

TABLE 2. DAY CAMPS

Toilet Facilities per Number of Individuals Served		Urinals per Number of Boys Served
Boys	Girls	
1/60	1/35	1/60

b. ***Primitive* or *Outpost Camps*, *Travel Camps*, and *Trip Camps* situations which involve overnight excursions shall supply or make available, as a minimum, slit trench latrines in a ratio of at least 1 foot of length for each 10 individuals served.**

c. Sleeping areas within a camp shall not be at a greater distance than 200 feet from toilets and urinals.

d. Pit privies, latrines, or urinals shall not be located less than 100 feet from any well, stream, or lake and not less than 50 feet from any sleeping area.

e. Pit privies, latrines, and urinals shall be located at least 200 feet from a kitchen or food service area.

2. Installation, Operation, and Maintenance Requirements for Toilet Facilities and Urinals

a. Water-flushed toilets, chemical toilets, pit privies, or latrines (slit trench, deep pit, mound, or bored hole latrines) and urinals shall be provided and maintained in a clean and sanitary condition.

b. The underground water level and soil conditions shall be considered when determining the appropriate type of toilets and urinals to be provided as shall applicable State and local laws, ordinances, and regulations.

3. Handwashing and Bathing Facilities

a. *Residential Camps* shall provide handwashing and bathing facilities and shall meet the following minimum requirements:

TABLE 3. HAND WASHING AND BATHING FACILITIES

Individuals of Each Sex to be Served	Boys or Girls	
	Handwashing Facilities	Shower Heads or Bathtubs
1–10	1	1
11–18	2	2
19–33	3	2
34–48	3	3
49–63	4	4
64–79	4	5
80–95	5	6

b. *Day Camps* shall not be required to provide bathing facilities, except when such camps utilize a bathing beach, in which case at least one operating shower head shall be made available.

c. ***Primitive*** **or** ***Outpost Camps***, ***Travel Camps***, **and** ***Trip Camps*** shall not be required to adhere to the handwashing or bathing facility requirements outlined above.

d. Handwashing facilities shall be supplied with running water and shall be maintained in a clean and sanitary condition.

e. Handwashing facilities, when provided, shall be adjacent to toilet facilities and urinals.

f. Showers or bathtubs, when provided, shall be in the living areas or in a centrally located structure.

g. Shower stalls, bathtub areas, and dressing compartments shall be maintained in a clean and sanitary condition.

4. Drinking Facilities

a. In all *Residential* and *Day Camps*, at least one drinking facility shall be provided and centrally located.

b. No common drinking utensils shall be provided or used.

X. INSECT, RODENT, AND WEED CONTROL

A. Rodent and Insect Control – *Residential* and *Day Camps*

1. Buildings and structures shall be maintained free of insect and rodent harborages and infestation.

2. Extermination methods and other measures to control rodents and insects shall conform with the requirements of the Department.

3. Every structure used for food preparation, serving, and storage shall be maintained in a rodent-free and rodent-proof condition.

B. Weed Control – *Residential* and *Day Camps*

1. The growth of brush, weeds, grass, and plants shall be controlled in central camp areas to prevent harborage of ticks, chiggers, and other insects of public health importance.

2. The central camp area shall be maintained to prevent growth of ragweed, poison ivy, poison oak, sumac, and other noxious plants considered detrimental to health.

XI. FARM AND DOMESTIC ANIMALS

A. Pets and Other Small Animals

1. The camp premises shall be free of unvaccinated (rabies) dogs or other mammals which may cause injury or disease to campers.

2. Horses, dogs, or other domestic animals or pets shall not be permitted at swimming, diving, or food service areas.

3. The camp operator shall promptly report to the Department animal bites inflicted upon any individual in the camp area.

B. Stable Sanitation

1. Horses or other farm animals shall not be permanently quartered within 500 feet of living quarters, kitchens, or mess halls.

2. A temporary shelter, corral, tie-rail, or hitching post shall not be located within 200 feet of dining hall, kitchen, or other place where food is prepared, cooked, or served.

3. The stable area shall be provided with adequate accessible toilet facilities for campers, employees, and visitors in the event toilet facilities are not conveniently located nearby.

4. Manure shall not be allowed to remain for more than 24 hours at such locations as temporary shelters, corrals, tie-rails, or hitching posts.

5. Manure from permanent and shelter quarters shall be removed at least weekly. Interim storage shall be in fly-tight enclosures or an area isolated from camp activity.

6. Adequate measures shall be taken at all times to keep fly, mosquito, and rodent populations to a minimum.

XII. FOOD SERVICE

A. Special Provisions

1. When campers are allowed to bring food from home for consumption at a camp, facilities shall be provided to insure that spoilage does not occur.

2. All food taken with the camp, or purchased or prepared en route by campers and/or staff shall be appropriate to the length and type of trip, taking into consideration the lack of refrigeration and problems of sanitation that may be encountered.

3. In *Residential* and *Day Camps*, or in any camp where the camp is responsible for the preparation and/or serving of food, the regulations specified herein or the applicable State laws, ordinances, and regulations shall be adhered to.

B. Food Service Operations – Residential Camps

1. General Requirements

a. All food, while being stored, prepared, displayed, served, or transported shall be protected against contamination.

b. All perishable food shall be stored at such temperatures as will protect against spoilage.

c. All "potentially hazardous food"* shall, except when being prepared and served, and when being displayed for service, be kept at 45° F. or below, or 140° F. or above.

d. Frozen food shall be kept at such temperatures as to remain frozen, except when being thawed for preparation or use.

e. Potentially hazardous frozen food shall be thawed at refrigerator temperatures of 45° F. or below; or under cool, potable running water (70° F. or below) with sufficient water velocity to agitate and float off loose food particles into the overflow; or quick-thawed as part of the cooking process; or by any other method satisfactory by the Department.

f. Convenient and suitable utensils, such as forks, knives, tongs, spoons, or scoops, shall be provided and used to minimize handling of food at all points where food is prepared.

g. All raw fruits and vegetables shall be washed thoroughly before being cooked or served.

h. Stuffings, poultry, and stuffed meats and poultry, shall be heated throughout, to a minimum temperature of 165° F., with no interruption of the initial cooking process.

i. Pork and pork products which have not been specially treated to destroy *trichinae* shall be thoroughly cooked to heat all parts of the meat to at least 150° F.

j. Meat salads, poultry salads, potato salads, egg salads, cream-filled pastries, and other potentially hazardous prepared food shall be prepared (preferably from chilled products) with a minimum of manual contact, and on surfaces and with utensils which are clean and which, prior to use, have been sanitized.

k. Custards, cream fillings, or similar products which are prepared by hot or cold processes, and which are used as puddings or pastry fillings, shall be kept at safe temperatures (below 45° F. or above 140° F.) except during necessary periods of preparation and service.

2. Food Supplies

a. Food in the food service operation shall be from a source approved, or considered satisfactory, by the Department and which is in compliance with applicable State and local laws and regulations. Food from such sources shall have been protected from contamination and spoilage during subsequent handling, packaging, and storage, and while in transit.

b. All food shall be wholesome and free from spoilage, adulteration, and misbranding.

c. The use of hermetically sealed food that was not prepared in a food process establishment is prohibited.

d. Fluid milk and fluid milk products used or served shall be pasteurized and shall meet the Grade A quality standards as established by applicable laws. Dry milk and dry milk products shall be pasteurized.

e. When reconstituted, dry milk, dry milk products, dry eggs, and dry egg products shall be used only if they are heated to 140° F. or above before being served.

f. Nondairy creaming agents shall not be reconstituted for consumption on the premises in quanties exceeding 1 gallon.

g. All milk and fluid milk products for drinking purposes shall be purchased and served in the original, individual container in which they were packaged at the milk plant, or shall be served from an approved bulk milk dispenser.

h. ***Exception: Primitive, Travel*** **and** ***Trip Camps.*** **When reconstituted, dry milk, dry milk products, dry eggs, and dry egg products shall be consumed**

*"Potentially hazardous food" means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. This term does not include clean, whole, uncracked, odor-free shell eggs.

within 1 hour after being reconstituted or shall be discarded.

3. Storage

a. Stored food, whether raw or prepared, if removed from the container or package in which it was obtained, shall be enclosed in a clean covered container except during necessary periods of preparation or service. Use of a cloth towel as a container cover is prohibited.

b. Food not subject to further washing or cooking before serving shall be stored in such a manner as to be protected against contamination from food requiring washing or cooking.

c. Packaged food shall not be stored in contact with water or undrained ice.

d. Unless its identity is unmistakable, bulk food not stored in the container or package in which it was obtained shall be stored in a container identifying the food by common name.

4. Display and Service

a. "Potentially hazardous foods" shall be kept at a temperature of 45° F. or lower or at a temperature of 140° F. or higher during display and service.

b. Tongs, forks, spoons, picks, spatulas, scoops, and other suitable utensils shall be provided and shall be used to reduce manual contact with food to a minimum.

c. Sugar and other condiments shall be provided only in closed dispensers or in individual packages.

d. Portions of food once served shall not be served again excluding wrapped food, other than potentially hazardous food, which is still wholesome and has not been unwrapped.

5. Poisonous and Toxic Materials

a. Only those poisonous and toxic materials required to maintain the establishment in a sanitary condition, and for sanitization of equipment and utensils, shall be present in any area used in connection with food service operations.

b. All containers of poisonous and toxic materials shall be prominently and distinctively marked or labeled for easy identification as to contents.

c. Poisonous or toxic materials shall be stored in cabinets that are used for no other purpose or in a place other than an area where food is stored, prepared, displayed, or served and other than an area where clean equipment or utensils are stored. Bactericides and cleaning compounds shall not be stored in the same cabinet or area of a room as insecticides, rodenticides, or other poisonous or toxic materials.

d. Bactericides, cleaning compounds, or other compounds intended for use on food contact surfaces shall not be used in such a manner as to leave a toxic residue on such surfaces, nor to constitute a hazard to staff personnel or campers.

e. Poisonous polishing materials shall not be used on equipment or utensils, nor stored in the establishment.

f. Poisonous materials shall not be used in any way as to contaminate food, equipment, or utensils nor to constitute other hazards to employees or campers.

6. Personnel

a. **Disease Control.** No person while affected with a disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, or an acute respiratory infection, shall work in a food service establishment in an area and capacity in which there is a likelihood of transmission of disease to campers or to staff members, either through direct contact or through the contamination of food or food contact surfaces with pathogenic organisms.

b. **Reporting.** The Department shall be notified when any employee or camper working in a food service operation is known or suspected of having a disease in a communicable form.

c. **Cleanliness.** All employees and campers working in food service operations shall wear clean outer garments, maintain a high degree of personal cleanliness, and conform to hygienic practices while on duty. They shall wash their hands thoroughly in an approved handwashing facility before starting work and as often as may be necessary to remove soil and contamination. Employees and campers shall not resume work after visiting the toilet room without first washing their hands.

d. Food service personnel shall not use tobacco in any form while engaged in food preparation or service or while in equipment and utensil washing or food preparation areas. Designated locations may be approved by the Department for smoking where no contamination hazards will result.

7. Food Equipment and Utensils

a. All equipment and utensils shall be so durable under normal conditions and operations as to be resistant to denting, buckling, pitting, chipping, crazing, and excessive wear; and shall be capable of withstanding repeated scrubbing, scouring, and the corrosive action of cleaning and sanitizing agents and food with which they come in contact.

b. Food contact surfaces of equipment and utensils shall be smooth; shall be free of breaks, open seams, cracks, chips, pits, and similar imperfections; shall be in good repair; and shall be easily cleanable.

c. Materials used as food contact surfaces of equipment and utensils shall, under use conditions, be corrosion resistant, relatively nonabsorbent and nontoxic. The corrosion resistant requirements shall not preclude the use of cast iron as a food contact material.

d. Food contact surfaces of equipment and utensils shall be free of internal corners and crevices which are difficult to clean.

e. Lubricated bearings and gears of equipment shall be constructed so that lubricants cannot get into the food or onto food contact surfaces.

f. All food contact surfaces, unless designed for in-place cleaning, shall be accessible for manual cleaning and for inspection, either:

(1) Without being disassembled; or

(2) By disassembling without the use of tools; or

(3) By easy disassembling with the use of only simple tools kept available near the equipment, such as a mallet, a screwdriver, or an open-end wrench.

g. Equipment intended for in-place cleaning shall be so designed and constructed that:

(1) Cleaning and sanitizing solutions can be circulated throughout a fixed system.

(2) Cleaning and sanitizing solutions will contact all interior surfaces.

(3) The system is self-draining or otherwise capable of being completely evacuated.

(4) Cleaning procedures result in thorough cleaning of the equipment.

h. Surfaces of equipment not intended for contact with food, but which are exposed to splash, food debris, or otherwise require frequent cleaning, shall be reasonably smooth; washable; free of unnecessary ledges, projections, or crevices; readily accessible for cleaning; and of such material and in such repair as to be readily maintained in a clean and sanitary condition.

i. Cutting blocks and boards, and bakers' tables shall be of hard maple or equivalent material which is nontoxic, smooth, and free of cracks, crevices, and open seams. Cutting boards shall be easily removable. Wicker or plastic breadbaskets, when suitably lined, may be used for unwrapped food.

j. Soft solder, when used as a food contact surface, shall be limited to joining metal or sealing seams between abutting metal surfaces; shall be of such formulation as to be nontoxic under use conditions; shall contain at least 50 percent tin; shall contain no more lead than is necessary under good manufacturing practice; and shall, consistent with good industrial practice in the refining of its constituent elements, be free of cadmium, antimony, bismuth, and other toxic materials.

k. Hard solder (silver solder), when used as a food contact surface, shall be of such formulation as to be nontoxic under use conditions; shall be corrosion resistant; and shall be, consistent with good industrial practice in the refining of its constituent elements, free of cadmium, antimony, bismuth, and other toxic materials.

l. Single service articles* shall be made from nontoxic materials.

8. Equipment

a. Equipment which was installed in a food service establishment prior to the effective date of these regulations, and which does not meet fully all of the design and construction requirements of this section, shall be deemed acceptable in that establishment if it is in good repair, capable of being maintained in a sanitary condition, and the food contact surfaces are nontoxic. Such equipment shall be located and installed so as to enable reasonable compliance with the requirements pertaining to equipment installation, and those relating to food protection.

b. Equipment which is placed on tables or counters, unless readily movable, shall be sealed thereto or mounted on legs or feet at least 4 inches high, and shall be installed so as to facilitate the cleaning of the equipment and areas adjacent thereto.

c. Floor mounted equipment, unless readily movable, shall be sealed to the floor; or shall be installed on raised platforms of concrete or other smooth masonry in such a manner as to prevent liquids or debris from seeping or settling underneath, between or behind such equipment in spaces which are not fully open for cleaning and inspection; or such equipment shall be elevated at least 6 inches above the floor. The space between adjoining units, and between a unit and the adjacent wall, shall be closed unless exposed to seepage, in which event it shall be sealed; or sufficient space shall be provided to facilitate easy cleaning between, behind, and beside all such equipment.

d. Aisles or working spaces between equipment, and between equipment and walls, shall be unobstructed and of sufficient width to permit em-

*"Single service articles" means cups, containers, lids, or closures; plates, knives, forks, spoons, stirrers, paddles; straws, place mats, napkins, doilies, wrapping material; and all similar articles which are constructed wholly or in part from paper, paperboard, molded pulp, foil, wood, plastic, synthetic, or other readily destructible materials, and which are intended by the manufacturers and generally recognized by the public as for one usage only, then to be discarded.

ployees to perform their duties without contamination of food or food contact surfaces by clothing or through personal contact.

9. Equipment Sanitization

a. Frequency

(1) After each usage, all tableware shall be thoroughly cleaned and sanitized.

(2) Kitchenware and food contact surfaces of equipment shall be cleaned and sanitized after each use and following any interruption of operations during which time contamination may have occurred.

(3) The cooking surfaces of grills, griddles, and similar cooking devices and the cavities of microwave ovens shall be cleaned at least once a day, and shall be free of incrusted grease deposits and other soil.

(4) Nonfood contact surfaces of all equipment used in the operation of a food service establishment, including tables, counters, shelves, mixers, grinders, slicers, hoods, and fans, shall be cleaned as often as necessary to be free of accumulations of dust, dirt, food particles, and other debris.

(5) Detergents and abrasives shall be rinsed off food contact surfaces.

(6) Cloths used by waiters, chefs, and other food service personnel shall be clean.

(7) Cloths used for wiping food contact surfaces shall be used for no other purpose.

b. Methods

(1) Prior to washing, all equipment and utensils shall be pre-rinsed or pre-scraped and, when necessary, pre-soaked to remove gross food particles and soil. Sinks should be cleaned prior to use.

(2) Effective concentrations of a suitable detergent shall be used in both manual and mechanical dishwashing.

(3) A three-compartment sink shall be used if cleaning and sanitization of equipment or utensils are done manually. Sinks shall be large enough to permit the complete immersion of the equipment and utensils, and each compartment of the sink shall be supplied with hot and cold potable running water.

(4) When manual dishwashing is employed, equipment and utensils shall be thoroughly washed in a detergent solution which is kept reasonably clean, and then shall be rinsed free of such solution. All eating and drinking utensils and, where required, the food contact surfaces of all other equipment and utensils shall be sanitized by *one* of the following methods:

(a) Immersion for at least ½ minute in clean hot water at a temperature of at least 170° F.

(b) Immersion for a period of at least 1 minute in a sanitizing solution containing:

(1) At least 50 ppm of available chlorine at a temperature not less than 75° F.; or

(2) At least 12.5 ppm of available iodine in a solution having a pH not higher than 5 and a temperature of not less than 75° F.; or

(3) Any other chemical sanitizing agent which has been demonstrated to the satisfaction of the Department to be effective and nontoxic under use conditions, and for which a suitable field test is available. Such sanitizing agents, in use solutions, shall provide the equivalent bactericidal effect of a solution containing at least 50 ppm of available chlorine at a temperature not less than 75° F. for 1 minute.

(5) Equipment too large to treat by methods "a" and "b" above may be treated:

(a) With live steam from a hose, in the case of equipment in which steam can be confined; or

(b) By rinsing with boiling water; or

(c) By spraying or swabbing with a chemical sanitizing solution of at least twice the minimum strength required for the particular sanitizing solution when used for immersion sanitization.

(6) Dish tables and drainboards of adequate size shall be provided for proper handling of soiled utensils prior to washing and for cleaned utensils following rinsing or sanitization, and shall be located or constructed so as to not interfere with the proper use of the dishwashing facilities. Drainboards shall not be required for cooks' and bakers' rinse sinks.

(7) Sinks, dish tables, and drainboards shall be constructed of galvanized metal or better, suitably reinforced of such thickness and design as to resist denting and buckling and sloped so as to be self-draining.

(8) Dishwashing machines shall be of such materials and designed and constructed so as to be easily cleanable, and shall be capable, when operated properly, of rendering all surfaces of

equipment and utensils clean to sight and touch and sanitized.

(9) When spray-type dishwashing machines are used, the following additional requirements shall be met:

(a) Wash water shall be kept reasonably clean, and rinse water tanks shall be so protected by distance, baffles, or other effective means as to minimize the entry of wash water into the rinse water.

(b) The flow pressure shall be not less than 15 or more than 25 pounds per square inch on the water line at the machine, and not less than 10 pounds per square inch at the rinse nozzles. A suitable gage cock shall be provided immediately upstream from the final rinse sprays to permit checking the flow pressure of the final rinse water.

(c) The wash water temperature in multiple-tank conveyor machines shall be at least 140° F. and in single-tank conveyor machines shall be at least 160° F. When hot water is relied upon for sanitization, the final or fresh rinse water shall be at a temperature of at least 180° F. at the entrance of the manifold. When a recirculated rinse is provided, the water shall be at a temperature of at least 170° F. When chemicals are relied upon for sanitization, they shall be applied in such concentration and for such a period of time as to provide effective bactericidal treatment of the equipment and utensils.

(d) Conveyors in dishwashing machines shall be accurately timed to assure proper exposure times in wash and rinse cycles.

(e) An easily readable thermometer shall be provided in each tank of the dishwashing machine which will indicate to an accuracy of ± 3° F. the temperature of the water or solution therein. In addition, a thermometer of equal accuracy shall be provided which will indicate the temperature of the final rinse water as it enters the manifold.

(f) Jets, nozzles, and all other parts of each machine shall be maintained free of chemical deposits, debris, and other soil. Automatic detergent dispensers, if used, shall be kept in proper operating condition.

(10) When an immersion-type dishwashing machine is employed for equipment and utensil washing and sanitizing, the applicable requirements pertaining to manual dishwashing shall be met. A two-compartment system shall be deemed adequate when the temperature of the wash water is maintained at or above 140° F. and hot water at a temperature of at least 170° F. is used as the sanitizing agent.

(11) Any other type of machine device, or facility and procedure may be approved by the Department for cleaning or sanitizing equipment and utensils if it can be readily established that such machine, device, or facility and procedure will routinely render equipment and utensils clean to sight and touch, and provide effective bactericidal treatment as demonstrated by an average bacterial plate count per utensil surface examined of not more than 100 colonies.

c. Storage and Handling of Cleaned Equipment and Utensils

(1) Food contact surfaces of cleaned and sanitized equipment and utensils shall be handled in such a manner as to be protected from contamination. Cleaned spoons, knives, and forks shall be picked up and touched only by their handles. Clean cups, glasses, and bowls shall be handled so that fingers and thumbs do not contact inside surfaces or lip contact surfaces.

(2) Cleaned, and cleaned and sanitized, portable equipment and utensils shall be stored above the floor in a clean, dry location.

(3) Suitable space and facilities shall be provided for such storage so that food contact surfaces are protected from splash, dust, and other contamination.

(4) The food contact surfaces of fixed equipment shall also be protected from splash, dust, and other contamination.

(5) Utensils shall be air dried before being stored, or shall be stored in a self-draining position on suitably located hooks or racks constructed of corrosion-resistant material.

(6) Wherever practicable, stored containers and utensils shall be covered or inverted.

(7) Facilities for the storage of flatware (silverware) shall be provided and shall be designed and maintained to present the handle to the employees or campers.

(8) Single-service articles shall be stored in closed cartons or containers which protect them from contamination.

(9) Such articles shall be handled and dispensed in such a manner as to prevent contamination of surfaces which may come into

contact with food or with the mouth of the user.

(10) Single-service articles shall be used only once.

10. Sanitary Facilities and Controls

a. The water supply shall be adequate, of a safe, sanitary quality, and from an approved source. Hot and cold running water, under pressure, shall be provided in all areas where food is prepared, or equipment, utensils, or containers are washed.

b. Water, if not piped into the food operation, shall be transported and stored in approved containers, and shall be handled and dispensed in a sanitary manner.

c. Ice used for any purpose shall be made from water which comes from an approved source, and shall be used only if it has been manufactured, stored, transported, and handled in a sanitary manner.

d. Toilet and washing facilities shall be adequate, conveniently located, and accessible to food service personnel.

e. Each food service operation shall be provided with adequate, conveniently located toilet facilities for its employees. Toilet fixtures shall be of sanitary design and readily cleanable. Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair.

f. Each food service area shall be provided with adequate, conveniently located handwashing facilities, including a lavatory or lavatories equipped with hot and cold or tempered running water, hand-cleaning soap or detergent, and approved sanitary towels or other approved hand drying devices. Such facilities shall be kept clean and in good repair.

g. Unless flies and other flying insects are absent from the immediate vicinity of the food serving and/or preparation area, all openings to the outer-air shall be effectively protected against the entrance of insects by self-closing doors, closed windows, screening, controlled air currents, or other effective means.

h. Screening material shall be not less than 16-mesh to the inch or equivalent.

i. Screen doors to the outer air shall be self-closing; and screens for windows, doors, skylights, transoms, and other openings to the outer air shall be tight-fitting and free of breaks.

11. Other Facilities and Operations

a. All floors shall be kept clean and in good repair. Sawdust or wood shavings shall not be used on the floors.

b. The floors of all food preparation, food storage, and utensil-washing rooms and areas, and walk-in refrigerators, dressing or locker rooms, and toilet rooms shall be constructed of smooth, durable, nonabsorbent, and easily cleanable materials.

c. In areas subject to spilling or dripping of grease or fatty substances, floor coverings shall be of grease-resistant material.

d. Floors of nonrefrigerated, dry-food storage areas need not be nonabsorbent, but shall be maintained in a sanitary condition.

e. Floor drains shall be provided in floors which are waterflushed for cleaning or which receive discharges of water or other fluid waste from equipment. Such floors shall be graded to drain.

f. All exterior areas where food is served and areas adjacent to screen wall dining rooms shall be kept clean and free of debris and shall be properly drained so that water will not accumulate. Such areas shall be surfaced or effectively treated to facilitate maintenance and to minimize dust.

g. Mats or duckboards, if used, shall be so constructed as to facilitate being cleaned, and shall be kept clean. They shall be of such design and size as to permit easy removal for cleaning.

h. All walls and ceilings, including doors, light fixtures, windows, skylights, and similar closures, shall be kept clean and in good repair.

i. All areas in which food is prepared or stored in which utensils are washed, handwashing areas, dressing or locker rooms, and toilet rooms shall be well lighted.

j. All rooms shall be adequately ventilated, and ventilation facilities shall be maintained and operated so that all areas are kept reasonably free from excessive heat, steam, condensation, vapors smoke, or fumes.

k. Ventilation hoods and devices shall be designed to prevent grease or condensate from dripping into food or onto food preparation surfaces. Filters, where used, shall be readily removable for cleaning and replacement.

l. Ventilation systems shall be in compliance with applicable State and local fire prevention requirement.

m. All parts of the food service operation and its premises shall be kept clean, neat, and free of litter and rubbish. Cleaning operations shall be conducted in such a manner as to minimize contamination of food and food contact surfaces. None of the operations connected with a food service operation shall be conducted in any room used as living or sleeping quarters. Soiled linens, coats, and aprons shall be kept in suitable containers until removed for laundering.

n. Laundered cloths and napkins shall be stored in a clean place and protected from contamination until used.

o. Nonabsorbent containers or washable laundry bags shall be provided, and damp or soiled linens and clothes shall be kept therein until removed for laundering.

p. No live birds or animals shall be allowed in any area used for the storage, preparation, or serving of food, or for the cleaning or storage of utensils, or in toilet rooms, in vehicles used for transporting food, or in any other area or facility used in the conduct of food service establishment operations. Guide dogs accompanying blind persons may be permitted in dining areas.

For additional assistance with preparation of regulations on food service operations, the reader should consult the latest version of the *Uniform Requirements for Food Service Sanitation* as published by the Food and Drug Administration. The publication was still in the developmental stages when this manual on youth camp activities was prepared.

XIII. TRANSPORTATION

A. Responsibility for Children Being Transported

1. When a camp provides transportation for a camper, it shall also provide adult supervision between the pickup site, camp, and delivery site.

2. A maximum of 10 hours travel time in any 24-hour period shall be permitted.

3. Whenever practicable, transportation of children to and from *Day Camps* shall not exceed 1 hour per one-way trip.

B. Responsibilities in Transit

1. When two or more vehicles are traveling to the same distant point, there shall be a prearranged method of communication with each other.

2. Only that number of children or adults for whom there is seating space shall be transported in a vehicle. The maximum capacity of the vehicle shall be clearly indicated thereon. Adequate space for luggage and other equipment shall also be provided.

3. The gross weight of vehicles (GVW), when loaded with passengers, gear, and trailer-tongue weight should not exceed the manufacturer's GVW regardless of whether or not the number of passengers is within the specified number of seats.

4. Standing while in transit and projection of head or limbs outside the vehicle is prohibited.

5. In addition to the driver, there shall be at all times at least one adult or counselor in a vehicle on a public thoroughfare when 9 or more campers are being transported where the driver and the campers are not physically separated. When physically separated, an adult or counselor must ride in the compartment with the campers.

6. Speed limits shall be posted on the campgrounds and observed by all vehicle operators.

7. In all vehicles used, seats or benches must be securely fastened to the floor. Open-body or stake-bed vehicles shall not be permitted for transportation of passengers outside the confines of the camp grounds.

8. No one shall sit on the floors or in the aisles.

9. Persons shall not be permitted to sit in the front seat unless each such individual is secured with a seat belt.

10. For *Trip Camps*, each camper shall have evidence of previous experience and ability with each method of transportation to be used such as horseback riding, backpacking, and canoeing.

C. Responsibility for Drivers and Vehicles

1. All drivers and vehicles shall be in compliance with applicable regulations of the _____ State (Motor Vehicle) Department and ordinances of the minicipality in which the vehicle is operated.

2. The driver of a camp vehicle shall be an adult, shall have at least 1 year's experience as a licensed driver, and shall possess the required license.

3. All camp vehicles shall be maintained in safe operating condition as shown by a State inspection sticker (if applicable) and by documentation of vehicle maintenance schedules as recommended by the manufacturer.

4. All camp vehicles shall be equipped with a first aid kit, fire extinguisher, flares, and reflectors.

5. Campers shall not be allowed to repair, or assist in the repair of, any vehicle where dangers are involved either by the process of repair or from the environment in which the repair is to be conducted.

6. Trailers whose loaded weight when added to the GVW of the towing vehicle exceed the normal braking ability of that vehicle, shall be equipped with auxiliary brakes.

7. Trailers shall be designed and equipped to prevent sway or other influence(s) that significantly affect the control of the towing vehicle.

8. The GVW of towed trailers shall exceed by at least 10 percent the load being carried.

9. Periodic inspection schedules for trailer underpinnings, brakes, and hitches shall be documented and maintained.

APPENDIX 1

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